

**Commonwealth of Massachusetts
Town of Lanesborough**



Job Title: Town Treasurer

Classification: Non-Exempt	Pay Scale/Grade/Salary: \$45-50,000 (per year)
Status: Full-Time (32 hours per week)	Reports to: Chief Financial Officer
Mon. – Thur. 8:00 am – 4:00 pm	Benefits Eligible: Yes

**The Town of Lanesborough is an Equal Opportunity Employer*

The Town is seeking an energetic and positive individual who can help us strive to maintain a positive workplace culture and help the Town of Lanesborough move forward with organizational and employee success, while providing exemplary public service.

Job Summary:

The Treasurer maintains custody of all Town funds and is responsible for the deposit, investment, and disbursement of monies. The Town Treasurer plays a principal role in borrowing and is responsible for the payment of salaries and wages, and all required reporting related thereto. The Treasurer reports to the Town Accountant and assists with maximizing cash flow, monitoring receipts, and maintaining internal financial control procedures to include reconciliation of all Town funds, receivables, payables, trusts, and grants.

Supervision:

Works under the general direction of the Town Accountant but with supervision by the Town Administrator and Board of Selectmen.

Essential Functions:

- Prepares and processes payroll for Town employees; compiles and prepares reports concerning withholding and deductions from payroll.
- Insurance and Benefits administration
- Tracks, enters, files, and codes accounts payable & receivable.
- Codes, pays, and records department bills.
- Manages supply requisitions and the Town's supply accounts.
- Records and balances all monies and accounts received by the Treasurer's office; makes deposits into appropriate accounts; maintains cash book and check register; issues receipts; classifies receipts; keeps proper records of monies received and paid out.
- Reconciles bank statements monthly and annual; keeps separate accounts for trust and stabilization funds.
- Prepares, negotiates, and administers temporary and long term borrowing as required.

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- Serves as custodian of town funds. Maintains records of all investments and income received for special revenue and general funds as required by statutes.
 - Reconciles accounts regularly with the Town Accountant and Tax Collector; oversees the maintenance of cash book and detailed records of all transactions and accounts.
 - Prepares various reports including: reconciliation of cash, monthly report to Town Accountant of all receipts and balances, annual report including a statement of receipts, disbursements, debt and trust funds; reports to the DOR Bureau of Accounts including reconciliation of cash, statement of indebtedness, and reconciliation of outstanding receivables, as well as all required state and federal payroll related filings and reports.
 - Prepares and administers annual Treasurer' s budget.
 - Makes bank deposit's as necessary
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 - Record deeds at registry of Deeds
 - Coordinates Tax Auctions
 - Supervises and participates in the preparation and filing of required Federal and State reports including weekly withholding and annual W-2 forms, and quarterly investment status reports.
 - Attends workshops, trainings, and meetings for professional development and to keep apprised of changing requirements
 - Keeps Town Hall inventory updated; ordering when necessary.
 - Performs a monthly reconciliation of all cash and bank accounts with the Town Accountant, and a yearly reconciliation of cash with the State Department of Revenue.
 - Answers inquiries from property owners, members of the banking and insurance industry, and other interested parties. Responsible for collection of accounts in tax title and foreclosure.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and/or Experience – Bachelor’s degree in accounting, business management, finance, public administration, or another related field. 1-3 years of experience in municipal or other local/state/federal government. 1-3 years of accounting/treasurer experience preferred.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hand, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Needs:

Must have a valid driver’s license and be able to travel if required to attend meetings and seminars.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Board of Selectmen. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

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**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____